

# **ACTIVITY CODING SYSTEM**

## **for the Student Information System**

***2011–2012***



**SOUTH CAROLINA**  
**STATE DEPARTMENT**  
**OF EDUCATION**

**Mick Zais**  
**State Superintendent of Education**

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## Update History (2011-2012)

### **January 29, 2011**

Page 18: New courses added (Media Technology 1 and 2; 6124, 6125)

Page 21: New courses added (Barbering 1 and 2; 6158, 6159)

Page 23: Change in title for course 6090

### **January 12, 2011**

Cover Page: Change in Superintendent's name, SCDE logo

Title Page: Change in Deputy Superintendent's name

Page 8: Reference to note on page 23 about AP preparation labs (English)

Page 9: Reference to note on page 23 about AP preparation labs (Mathematics)

Page 10: Reference to note on page 23 about AP preparation labs (Science)

Page 11: Reference to note on page 23 about AP preparation labs (Social Studies)

Page 23: Note about AP preparation labs

### **September 27, 2010**

Page 11: New course code for Teacher Cadet (3389)

Page 61: Appendix W text removed

**ACTIVITY CODING SYSTEM  
for the Student Information System**

**South Carolina Department of Education  
Division of Accountability**

**Produced by**  
**Office of Data Management and Analysis**

*with assistance from*

**Office of Academic Standards**  
**Office of Career and Technology Education**  
**Office of District Technology Services**

**Nancy Busbee, Interim Deputy Superintendent**  
**Division of Accountability**

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If you have questions concerning the coding system, you may contact Gary West by phone at 803-734-8395 or by e-mail at gwest@ed.sc.gov. Please be certain that you include your name and telephone number in all e-mail correspondence.

## **INTRODUCTION**

The Activity Coding System includes the standardized codes for courses, instructional activities, and non-instructional activities used in the student information systems in South Carolina public schools. The Activity Coding System is the foundation on which course codes, class scheduling, and class sections are built. The system standardizes data that are collected for federal and state funding and accountability purposes.

Tables 1 through 3 provide the coding system for regular instructional activities, special education instructional activities, and non-instructional activities. The appendices contain information about the construction of the activity coding system.

## **COURSE CONTENT AND COURSE CODES**

Course content is developed and/or approved in the various offices within the South Carolina Department of Education responsible for curriculum and instruction. Course codes are assigned to courses by the Office of Data Management and Analysis.

The Office of Data Management and Analysis does not create or approve course content; however, prior to the creation and assignment of a course code, the course content must exist. In order to assign a course code, the Office of Data Management and Analysis must have a course title, description, and content summary.

## **THE ACTIVITY CODING SYSTEM**

The original activity coding system described in the 1990 *Basic Educational Data System Activity Coding System Manual* remains the basic method of codification for the state's student information system, either SASI or PowerSchool.

The activity codes generated through this system and specified in Table 1 of this document are used in several programs and for all reporting related to specific courses, scheduling, sections, and classes related to the state's public schools. When course titles change, courses are deactivated, or new courses are created, those changes will have an impact on those programs and reports.

When needed, new course codes are released in the fall or winter of each year and go into effect at the start of the following school year.

## **SOUTH CAROLINA UNIFORM GRADING POLICY**

Please note the following text from the South Carolina Uniform Grading Policy (January 9, 2007), specifically item C about Honors weighting for courses outside English, mathematics, science, and social studies:

*School districts may designate honors courses and give the assigned weighting under the following conditions:*

- A. An honors course must have a published syllabus that verifies rigor sufficiently beyond the College Preparatory (CP) requirements.*
- B. Textbooks and other course materials must be differentiated and more rigorous than those used in CP courses.*

C. Honors courses may be offered in English, mathematics, science, and social studies. **Honors weighting may be designated in other content areas for the third and fourth level of the courses**, provided that the two above standards are met. Honors weighting may not be designated in any physical education courses.

**Table 1:**  
**Instructional Activity Codes**

Activity	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
<b>Language Arts</b>				
Language Arts	1001	2001		
English	1010	2010		
English 1		3011	3011	
English 2			3012	
English 3			3013	
English 4			3014	
Language Arts ( _ * _ ) A1 Standard Level (SL)			301G	
Language Arts ( _ * _ ) A1 Higher Level (HL)-1			301H	
Language Arts ( _ * _ ) A1 HL-2			301I	
Reading	1020			
Reading (Literature)		2020		
Developmental Reading (Basal)		2022		
Reading Assistance	1024	2024		
Student Support Reading	1026	2026		
English A1 SL			301A	
English A1 HL-1			301B	
English A1 HL-2			301C	
English A2 SL			301D	
English A2 HL-1			301E	
English A2 HL-2			301F	
Communication for the Workplace 3			3021	
Communication for the Workplace 4			3022	
Advanced Composition			3030	
Creative Writing			3032	
Speech			3040	
Journalism 1			3050	
Journalism 2			3051	
Newspaper Production			3053	
Yearbook Production			3054	
Vocabulary			3060	
AP English Preparation Lab (see note on page 23)			3029	
Advanced Placement English Literature and Composition			3070	
Advanced Placement English Language and Composition			3071	
English for Speakers of Other Languages			3080	
SAT Preparation, Verbal			4011	
Language Arts, LBA	1099_ _	2099_ _	3099_ _	
<b>Mathematics</b>				
Mathematics Assistance	1101	2101		
Student Support Mathematics	1105	2105		
Mathematics	1110			
Mathematics (Grade 7 or 8)		2110		
Mathematical Methods SL			311A	
Mathematical Studies SL			311B	
Further Mathematics SL			311C	
Mathematics HL-1			311D	
Mathematics HL-2			311E	



**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Mathematics for the Technologies 1			3141	
Mathematics for the Technologies 2			3142	
Mathematics for the Technologies 3			3143	
Mathematics for the Technologies 4			3144	
Algebra 1		4111	4111	
Algebra 2			4112	
Algebra 3			4113	
Geometry			4121	
Precalculus			4131	
Precalculus Satellite Educational Resources Consortium (SERC), LBA			4132	
Calculus			4135	
AP Mathematics Preparation Lab (see note on page 23)			3149	
Advanced Placement Calculus AB			4170	
Advanced Placement Statistics			4171	
Advanced Placement Calculus BC			4172	
Probability and Statistics			4141	
Discrete Mathematics			4142	
SAT Preparation, Math			4150	
Mathematics, LBA	1199_ _	2199_ _	3199_ _	
<b>Computer Education</b>				
Introduction to the Computer			4701	
Computer Science SL			471A	
Computer Science HL-1			471B	
Computer Science HL-2			471C	
Design Technology SL			472A	
Design Technology HL-1			472B	
Design Technology HL-2			472C	
Information Technology in a Global Society SL			473A	
Advanced Placement Computer Science			4771	
Advanced Placement Computer Science AB			4772	
<b>Science</b>				
Science	1201			
Science		2201		
Integrated Science			3210	
Physical Science			3211	
Science, Grade 7		2221		
Biology 1			3221	
Biology 2			3222	
Biology SL			322A	
Biology HL-1			322B	
Biology HL-2			322C	
Marine Science			3225	
Applied Biology 1			3226	
Applied Biology 2			3227	
Chemistry 1			3231	
Chemistry 2			3232	
Chemistry for the Technologies			3236	
Chemistry SL			323A	

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Chemistry HL-1			323B	
Chemistry HL-2			323C	
Physics			3241	
Physics SERC			3242	
Physics SL			324A	
Physics HL-1			324B	
Physics HL-2			324C	
Physics for the Technologies 1			3243	
Physics for the Technologies 2			3244	
Science, Grade 8		2251		
Astronomy			3251	
Environmental Studies			3261	
Forensic Science			3245	
Anatomy and Physiology			3263	
Earth Science			3265	
Environmental Systems SL			326A	
AP Sciences Preparation Lab (see note on page 23)			3289	
Advanced Placement Biology			3272	
Advanced Placement Chemistry			3273	
Advanced Placement Physics B			3274	
Advanced Placement Physics C: Mechanics			3275	
Advanced Placement Physics C: Electricity and Magnetism			3276	
Advanced Placement Environmental Science			3277	
Science, LBA	1299_ _	2299_ _	3299_ _	
<b>Social Studies</b>				
Social Studies	1301	2301		
Social Studies, Grade 7		2310		
World Geography (Global Studies)			3310	
Geography SL			331A	
Geography HL-1			331B	
Geography HL-2			331C	
South Carolina History, Grade 8		2320		
U.S. History and Constitution			3320	
U.S. Government			3330	
Civics			3335	
Law Education			3336	
Current Events/Foreign Policy			3337	
Psychology			3340	
Sociology			3345	
Environmental Studies			3349	
Psychology SL			334A	
Psychology HL-1			334B	
Psychology HL-2			334C	
Economics			3350	
Economics SL			335A	
Economics HL-1			335B	
Economics HL-2			335C	
Macroeconomics SERC			3355	

**Table 1:**  
**Instructional Activity Codes**

Activity	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
Microeconomics SERC			3356	
World History (Global Studies)			3360	
Western Civilization			3365	
History: Africa HL-1			336A	
History: Africa HL-2			336B	
History of Americas HL-1			336C	
History of Americas HL-2			336D	
History: S Asian and the Middle East HL-1			336E	
History: S Asian and the Middle East HL-2			336F	
History: E and SE Asia and Oceania HL-1			336G	
History: E and SE Asia and Oceania HL-2			336H	
History of Europe HL-1			336I	
History of Europe HL-2			336J	
History SL			336K	
AP Social Studies Preparation Lab (see note on page 23)			3369	
Advanced Placement U.S. History			3372	
Advanced Placement U.S. Government			3373	
Advanced Placement Macroeconomics			3374	
Advanced Placement Microeconomics			3375	
Advanced Placement European History			3376	
Advanced Placement World History			3377	
Advanced Placement Comparative Government			3378	
Advanced Placement Human Geography (World)			3379	
Teacher Cadet Program			3389	
Philosophy SL			338A	
Philosophy HL-1			338B	
Philosophy HL-2			338C	
Social Anthropology SL			338D	
Social Anthropology HL-1			338E	
Social Anthropology HL-2			338F	
Theory of Knowledge			338G	
Advanced Placement Psychology			4371	
Social Studies, LBA	1399_ _	2399_ _	3399_ _	
<b>Health and Physical Education</b>				
Health	1401	2401		
Family and Community Health			3401	
Personal Health and Wellness			3402	
Human Growth and Development			3403	
Physical Education	1440	2440		
Physical Education 1			3441	
Physical Activity	1445			
Physical Education 2			3442	
Physical Education 3			3443	
Physical Education 4			3444	
Adaptive Physical Education			3445	
Health and Physical Education		2460		
Health and Physical Education, LBA	1499_ _	2499_ _	3499_ _	
<b>Visual and Performing Arts</b>				

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Art	1501	2501		
Art 1			3501	
Art 2			3502	
Art 3			3503	
Art 4			3504	
Art Appreciation 1			3511	
Art Appreciation 2			3512	
Art Appreciation 3			3513	
Art Appreciation 4			3514	
Instrumental Music: Band	1531	2531		
Visual Arts A SL			351A	
Visual Arts B SL			351B	
Visual Arts HL-1			351C	
Visual Arts HL-2			351D	
Instrumental Music: Band Rehearsal		2530	3530	
Instrumental Music: Band 1			3531	
Instrumental Music: Band 2			3532	
Instrumental Music: Band 3			3533	
Instrumental Music: Band 4			3534	
Chorus Rehearsal		2540	3540	
Chorus	1541	2541		
Chorus 1			3541	
Chorus 2			3542	
Chorus 3			3543	
Chorus 4			3544	
Instrumental Music: Strings Rehearsal	1550	2550		
Instrumental Music: Orchestra—Strings Rehearsal			3550	
Instrumental Music: Orchestra—Strings	1551	2551		
Instrumental Music: Orchestra—Strings 1			3551	
Instrumental Music: Orchestra—Strings 2			3552	
Instrumental Music: Orchestra—Strings 3			3553	
Instrumental Music: Orchestra—Strings 4			3554	
General Music	1561	2561		
Music Appreciation 1			3561	
Music Appreciation 2			3562	
Music Appreciation 3			3563	
Music Appreciation 4			3564	
Music SL			356A	
Music HL-1			356B	
Music HL-2			356C	
Advanced Placement Art History			3571	
Advanced Placement Studio Art: Drawing			3572	
Advanced Placement Studio Art: Two-Dimensional Design			3574	
Advanced Placement Studio Art: Three-Dimensional Design			3575	
Advanced Placement Music Theory			3576	
Dance	1525	2525		
Dance 1			4501	
Dance 2			4502	

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Dance 3			4503	
Dance 4			4504	
Dance (modern)			4505	
Dance SL			450A	
Ballet			4506	
Dance with Physical Education			4507	
Drama	1521	2521		
Drama 1			4521	
Drama 2			4522	
Drama 3			4523	
Drama 4			4524	
Theatre Arts SL			452A	
Theatre Arts HL-1			452B	
Theatre Arts HL-2			452C	
Instrumental Music: Jazz Band Rehearsal			4530	
Instrumental Music: Jazz Band 1			4531	
Instrumental Music: Jazz Band 2			4532	
Instrumental Music: Jazz Band 3			4533	
Instrumental Music: Jazz Band 4			4534	
Instrumental Music: Piano Class Rehearsal			4540	
Instrumental Music: Piano Class 1			4541	
Instrumental Music: Piano Class 2			4542	
Visual Arts, LBA	1591			
Music, LBA	1592			
Dance, LBA	1593			
Drama, LBA	1594			
Fine Arts, LBA	1599_ _	2599_ _	3599_ _ 4599_ _	
<b>Foreign Languages</b>				
American Sign Language	1680	2680		
American Sign Language 1			3681	
American Sign Language 2			3682	
American Sign Language 3			3683	
American Sign Language 4			3684	
French	1610	2610		
French 1			3611	
French 2			3612	
French 3			3613	
French 4			3614	
French 5			3615	
French A1 SL			361A	
French A1 HL-1			361B	
French A1 HL-2			361C	
French A2 HL-1			361D	
French A2 HL-2			361E	
French Ab initio SL			361F	
French B SL			361G	
French B HL-1			361H	

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
French B HL-2			361I	
German	<u>1620</u>	2620		
German 1			3621	
German 2			3622	
German 3			3623	
German 4			3624	
German 5			3625	
German A1 SL			362A	
German A1 HL-1			362B	
German A1 HL-2			362C	
German A2 HL-1			362D	
German A2 HL-2			362E	
German Ab initio SL			362F	
German B SL			362G	
German B HL-1			362H	
German B HL-2			362I	
Latin	1630	2630		
Latin 1			3631	
Latin 2			3632	
Latin 3			3633	
Latin 4			3634	
Latin 1 SERC			3635	
Latin 5			3636	
Latin SL			363A	
Latin HL-1			363B	
Latin HL-2			363C	
Russian	1640	2640		
Russian 1			3641	
Russian 2			3642	
Russian 3			3643	
Russian 4			3644	
Russian 1 SERC			3645	
Russian 2 SERC			3646	
Russian 5			3647	
Spanish	1650	2650		
Spanish 1			3651	
Spanish 2			3652	
Spanish 3			3653	
Spanish 4			3654	
Spanish 5			3655	
Spanish A1 SL			365A	
Spanish A1 HL-1			365B	
Spanish A1 HL-2			365C	
Spanish A2 HL-1			365D	
Spanish A2 HL-2			365E	
Spanish Ab initio SL			365F	
Spanish B SL			365G	
Spanish B HL-1			365H	
Spanish B HL-2			365I	

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Japanese	1660	2660		
Japanese 1			3661	
Japanese 2			3662	
Japanese 3			3663	
Japanese 4			3664	
Japanese 1 SERC			3665	
Japanese 2 SERC			3666	
Japanese 5			3667	
Japanese A1 SL			366A	
Japanese A1 HL-1			366B	
Japanese A1 HL-2			366C	
Japanese A2 HL-1			366D	
Japanese A2 HL-2			366E	
Japanese Ab initio SL			366F	
Japanese B SL			366G	
Japanese B HL-1			366H	
Japanese B HL-2			366I	
Advanced Placement French Language			3671	
Advanced Placement French Literature			3672	
Advanced Placement German			3673	
Advanced Placement Latin—Vergil			3674	
Advanced Placement Spanish Language			3675	
Advanced Placement Spanish Literature			3676	
Advanced Placement Latin Literature			3677	
Chinese 1			4611	
Chinese 2			4612	
Chinese 3			4613	
Chinese 4			4614	
Chinese A1 SL			461A	
Chinese A1 HL-1			461B	
Chinese A1 HL-2			461C	
Chinese A2 HL-1			461D	
Chinese A2 HL-2			461E	
Chinese Ab initio SL			461F	
Chinese B SL			461G	
Chinese B HL-1			461H	
Chinese B HL-2			461I	
Foreign Language ( _ * _ ) A2 HL-1			46AA	
Foreign Language ( _ * _ ) A2 HL-2			46AB	
Foreign Language ( _ * _ ) Ab initio SL			46AC	
Foreign Language ( _ * _ ) B SL			46AD	
Foreign Language ( _ * _ ) B HL-1			46AE	
Foreign Language ( _ * _ ) B HL-2			46AF	
Foreign Languages, LBA	1699_ _	2699_ _	3699_ _	
<b>Driver Education</b>				
Driver Education			3701	
<b>Gifted and Talented</b>				
Gifted and Talented, non-subject-specific models	1720	2720	3720	

**Table 1:**  
**Instructional Activity Codes**

Activity	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
<b>Junior ROTC</b>				
Junior ROTC 1			3751	
Junior ROTC 2			3752	
Junior ROTC 3			3753	
Junior ROTC 4			3754	
<b>Prekindergarten</b>				
Half-day	1750			
Full-day	1751			
<b>Kindergarten</b>				
Half-day	1760			
Full-day	1761			
<b>Multiage Grouping</b>				
Multiage	1770	<u>2770</u>		
<b>Support Areas</b>				
Supporting Instructional Activities, LBA	1799_ _	2799_ _	3799_ _	
<b>Exploratory Offerings</b>				
General Education Exploratory	1701	2701		
Practical Arts/Crafts	1801	2801		
Introduction to Career Clusters	1830	2830		
Industrial Technology Education	1840	2840		
Gateway to Technology		2841		
Keyboarding (non-CATE)	1851	2851		
Digital Literacy		2853		
Introduction to Agriculture	1856	2856		
Personal Skills 1		2857		
Personal Skills 2	1858	2858		
<b>Business Education (non-CATE)</b>				
Business and Organization SL			381A	
Business and Organization HL-1			381B	
Business and Organization HL-2			381C	
<b>Agriculture, Food, and Natural Resources</b>				
Agribusiness and Marketing				5600
Outdoor Recreation				5602
Animal Science				5603
Agricultural Mechanics and Technology for the Workplace 1				5604
Agricultural Mechanics and Technology for the Workplace 2				5605
Animal Science for the Workplace 1				5608
Animal Science for the Workplace 2				5609
Agricultural Power Mechanics				5610
Agricultural Structural Mechanics				5611
Small Animal Care				5612
Introduction to Veterinary Science				5613
Agricultural Crop Production and Management				5614
Agricultural Science and Technology for the Workplace				5620
Equipment Operation and Maintenance				5621
Agricultural Science and Technology				5624
Environmental and Natural Resources Management				5626
Soil and Water Conservation				5627



**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Environmental and Natural Resources Management for the Workplace 1				5628
Environmental and Natural Resources Management for the Workplace 2				5629
Floriculture				5634
Forestry				5642
Cattle Production				5646
Farm Animal Production				5647
Introduction to Horticulture				5650
Horticulture for the Workplace 1				5652
Horticulture for the Workplace 2				5653
Turf and Lawn Management				5654
Sports Turf Management				5655
Food Processing				5657
Agricultural Mechanics and Technology				5660
Aquaculture				5663
Golf Course Technology				5667
Landscape Technology				5670
Nursery, Greenhouse, and Garden Center Technology				5672
Wildlife Management				5674
Equine Science				5679
Agriculture, Food, and Natural Resources, work-based credit				5690
Agriculture, Food, and Natural Resources, LBA				5699
<b>Architecture and Construction</b>				
Introduction to Construction				6001
Air Conditioning and Refrigeration Technology 1				6003
Air Conditioning and Refrigeration Technology 2				6004
Air Conditioning and Refrigeration Technology 3				6005
Air Conditioning and Refrigeration Technology 4				6006
Building Construction Cluster 1				6060
Building Construction Cluster 2				6061
Building Construction Cluster 3				6062
Building Construction Cluster 4				6063
Cabinetmaking 1				6080
Cabinetmaking 2				6081
Cabinetmaking 3				6082
Cabinetmaking 4				6083
Carpentry 1				6091
Carpentry 2				6092
Carpentry 3				6093
Carpentry 4				6094
Masonry 1				6250
Masonry 2				6251
Masonry 3				6252
Masonry 4				6253
Plumbing 1				6280
Plumbing 2				6281
Plumbing 3				6282
Plumbing 4				6283

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Electricity 1				6287
Electricity 2				6288
Electricity 3				6289
Electricity 4				6290
Architecture and Construction, work-based credit				6690
Architecture and Construction, LBA				6299
<b>Art, Audio-Video Technology, and Communications</b>				
Introduction to Graphic Communication				5205
Interior Design 1				5455
Interior Design 2				5456
Fashion Design and Apparel Construction 1				5710
Fashion Design and Apparel Construction 2				5711
Introduction to Fashion Design and Apparel Construction				5712
Graphic Communication 1				6200
Graphic Communication 2				6201
Graphic Communication 3				6202
Graphic Communication 4				6203
Digital Art and Design 1				6120
Digital Art and Design 2				6121
Digital Art and Design 3				6122
Digital Art and Design 4				6123
<b>Media Technology 1</b>				<b>6124</b>
<b>Media Technology 2</b>				<b>6125</b>
Architectural Design 1				6170
Architectural Design 2				6171
Mechanical Design 1				6172
Mechanical Design 2				6173
Art, Audio-Video Technology, and Communications, work-based credit				5290
Arts, Audio-Video Technology, and Communications, LBA				5299
<b>Business, Management, and Administration</b>				
Computer Applications				5008
<del>Computer Applications 2</del>				<del>5009</del>
Google Applications				5007
Integrated Business Applications 1				5020
Integrated Business Applications 2				5021
Digital Multimedia				5030
Web Page Design and Development 1				5031
Web Page Design and Development 2				5033
International Business and Marketing				5032
<del>Business and Marketing Internet Applications</del>				<del>5035</del>
E-Commerce				5036
Business and Electronic Communication				5040
Technical Writing				5043
Business Law				5044
Business Computer Mathematics				5047
<del>Introduction to Computer Technology</del>				<del>5060</del>
Introduction to Business, Marketing, and Finance				5090

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Business Principles and Management				5092
Keyboarding				5100
Administrative Support Technology				5122
Personal Finance				5131
Virtual Enterprise 1				5150
Virtual Enterprise 2				5151
Virtual Enterprise 3				5152
Virtual Enterprise 4				5153
Digital Desktop Publishing				5176
<del>Document Processing</del>				<del>5177</del>
Professional and Leadership Development				5178
Digital Input Technology				5180
Digital Literacy				5181
Entrepreneurship				5400
Fundamentals of Project Management				5480
Oracle Logistics				5482
Business, Management, and Administration, work-based credit				5490
Business, Management, and Administration, LBA				5499
<b>Education and Training</b>				
Introduction to Teaching 1				5703
Introduction to Teaching 2				5704
Teacher Cadet/CATE				5705
Child Development 1				5800
Child Development 2				5801
Introduction to Early Childhood Education				5702
Early Childhood Education 1				5700
Early Childhood Education 2				5701
Education and Training, work-based credit				6390
Education and Training, LBA				6399
<b>Finance</b>				
Accounting 1				5001
Accounting 2				5005
Banking Services				5271
Business Finance				5273
Insurance				5275
Securities and Investments				5277
Finance, work-based credit				6190
Finance, LBA				6899
<b>Health Science</b>				
Introduction to Health Science				5554
Practical Nursing, Phase 1				5520
Introduction to Emergency Medical Services 4				5530
Emergency Medical Services 1 <del>2</del>				5531
Emergency Medical Services 2 <del>3</del>				5532
Emergency Medical Services 3 <del>4</del>				5533
Medical Terminology				5540
Health Science <del>Technology</del> 1				5550
Health Science <del>Technology</del> 2				5551

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Sports Medicine 1				5555
Sports Medicine 2				5556
Gerontology				5560
Pharmacy Technology				5570
Principles of Biomedical Sciences				5580
Human Body Systems				5581
Medical Interventions				5582
Biomedical Innovation				5583
Health Science, work-based credit				5590
Health Science, LBA				5599
Sports Medicine, work-based credit				5591
<b><i>Postsecondary</i></b>				
Dental Assisting				5500
Operating Room (or Surgical Technician)				5502
Practical Nursing (12 Months)				5504
Practical Nursing, Phase 1				5520
Practical Nursing, Phase 2				5521
<b>Hospitality and Tourism</b>				
Hospitality Management and Operations 1				5476
Hospitality Management and Operations 2				5477
Introduction to Hospitality Management and Operations				5478
Culinary Arts 1				5720
Culinary Arts 2				5721
Introduction to Culinary Arts				5722
Hospitality and Tourism, work-based credit				5190
Hospitality and Tourism, LBA				5199
<b>Human Services/Family and Consumer Sciences (HS/FCS)</b>				
Sports Nutrition 1				5759
Sports Nutrition 2				5760
Fashion, Fabric, and Design 1				5804
Fashion, Fabric, and Design 2				5805
Family and Consumer Sciences 1				5808
Family and Consumer Sciences 2				5809
Parenting Education 1				5816
Parenting Education 2				5817
Financial Fitness 1				5812
Financial Fitness 2				5813
Family Life Education 1				5820
Family Life Education 2				5821
Foods and Nutrition 1				5824
Foods and Nutrition 2				5825
Housing and Interiors 1				5830
Housing and Interiors 2				5831
Human Development: Responsible Life Choices 1				5834
Human Development: Responsible Life Choices 2				5835
Family and Consumer Sciences, work-based credit				5890
Family and Consumer Sciences, LBA				5899
Cosmetology 1				6150

**Table 1:**  
**Instructional Activity Codes**

Activity	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
Cosmetology 2				6151
Cosmetology 3				6152
Cosmetology 4				6153
Nail Technology 1				6154
Nail Technology 2				6155
Nail Technology 3				6156
Nail Technology 4				6157
<b>Barbering 1</b>				<b>6158</b>
<b>Barbering 2</b>				<b>6159</b>
Human Services, work-based credit				5790
Human Services, LBA				5799
<b>Information Technology</b>				
Information Technology Foundations				5270
Networking 1				5310
Networking 2				5311
Networking 3				5312
Networking 4				5313
Computer Service Technology 1				5320
Computer Service Technology 2				5321
Computer Service Technology 3				5322
Computer Service Technology 4				5323
<del>Digital Imaging</del> Image Editing 1				5340
<del>Digital Imaging</del> Image Editing 2				5341
Computer Programming 1				5050
Computer Programming 2				5051
Computer Programming with Java 1				5052
Computer Programming with Java 2				5053
Computer Programming with Visual Basic 1				5054
Computer Programming with Visual Basic 2				5055
Computer Programming with C++ 1				5056
Computer Programming with C++ 2				5057
<del>Oracle Management/Sequential Query Language</del> Database Design and Programming with SQL				5324
<del>Oracle Development Programming Language/Sequential Query Language</del> Database Programming with PL/SQL				5326
SAS Programming 1				5327
SAS Programming 2				5328
Home Systems Technology				5330
<del>Animated Computer Production</del> Foundations of Animation				5350
Advanced Animation				5351
GIS Technology 1				5361
GIS Technology 2				5362
Information Technology, work-based credit				5390
Information Technology, LBA				5399
<b>Law, Public Safety, Corrections, and Security</b>				
Introduction to Law, Public Safety, Corrections, and Security				6505
Law Enforcement Services 1				6510
Law Enforcement Services 2				6511
Emergency and Fire Management Services 1				6512

**Table 1:**  
**Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Emergency and Fire Management Services 2				6513
Law, Public Safety, Corrections, and Security, work-based credit				6590
Law, Public Safety, Corrections, and Security, LBA				6599
<b>Manufacturing</b>				
Communication Electronics 1				6110
Communication Electronics 2				6111
Industrial Electronics 1				6220
Industrial Electronics 2				6221
Introduction to Manufacturing Technology				6045
Core Electronics 1				6133
Core Electronics 2				6134
Core Electronics 3				6135
Core Electronics 4				6136
Mechatronics Integrated Technologies 1				6210
Mechatronics Integrated Technologies 2				6211
Mechatronics Integrated Technologies 3				6212
Mechatronics Integrated Technologies 4				6213
Machine Technology 1				6230
Machine Technology 2				6231
Machine Technology 3				6232
Machine Technology 4				6233
Welding Technology 1				6340
Welding Technology 2				6341
Welding Technology 3				6342
Welding Technology 4				6343
Metal Fabrication 1				6260
Metal Fabrication 2				6261
Metal Fabrication 3				6262
Metal Fabrication 4				6263
Manufacturing, work-based credit				6490
<b>Manufacturing, LBA</b>				<b>6499</b>
<b>Marketing, Sales, and Service</b>				
Fashion Merchandising				5410
Marketing				5421
Digital Media Marketing				5422
Sports and Entertainment Marketing 1				5425
Sports and Entertainment Management				5426
Merchandising				5430
Marketing Management				5431
Global Business				5440
<b>Advertising</b>				<b>5470</b>
Marketing, Sales, and Service, work-based credit				5091
Marketing, Sales, and Service, LBA				5099
<b>Science, Technology, Engineering, and Mathematics</b>				
Food Science and Dietetics 1				5757
Food Science and Dietetics 2				5758
Industrial Technology Education (Exploratory) 1				6040
Industrial Technology Education (Exploratory) 2				6041

**Table 1:**  
**Instructional Activity Codes**

Activity	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
<b>PROJECT LEAD THE WAY</b>				
Introduction to Pre-Engineering Technology				6095
Introduction to Engineering Design				6051
Principles of Engineering				6050
Digital Electronics				6052
<b>OPTIONAL FOURTH-LEVEL COURSES</b>				
Computer Integrated Manufacturing				6053
Engineering Design and Development				6054
Aerospace Engineering				6056
Biotechnical Engineering				6057
Civil Engineering and Architecture				6058
Pre-Engineering/ <b>Engineering and</b> Industrial Technology Education, work-based credit				6090
Pre-Engineering/Industrial Technology Education, LBA				6099
<b>Transportation, Distribution, and Logistics</b>				
Introduction to Transportation, Distribution, and Logistics				6015
Automotive Collision Repair Technology 1				6020
Automotive Collision Repair Technology 2				6021
Automotive Collision Repair Technology 3				6022
Automotive Collision Repair Technology 4				6023
Automotive Technology 1				6030
Automotive Technology 2				6031
Automotive Technology 3				6032
Automotive Technology 4				6033
Small Engine Technology 1				6300
Small Engine Technology 2				6301
Small Engine Technology 3				6302
Small Engine Technology 4				6303
Diesel Engine Technology 1				6310
Diesel Engine Technology 2				6311
Diesel Engine Technology 3				6312
Diesel Engine Technology 4				6313
Transportation, Distribution, and Logistics, work-based credit				6790
Transportation, Distribution, and Logistics, LBA				6199

**Note about AP Preparation Labs:** AP preparation labs cannot be weighted as AP courses. Specifically, the 7<sup>th</sup> character in the course code for an AP preparation lab cannot be "A." AP preparation labs serve the purpose of preparing students to take AP courses; the labs cannot be weighted as AP courses because the content is not fully AP and there is no AP test at the end of the lab.

**Table 2:**  
**Special Education Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
<b>Self-Contained</b>				
Profound Mental Disability (PMD) ***	1900__00	2900__00	3900__00	5900__00
Trainable Mental Disability (TMD) ***	1901__00	2901__00	3901__00	5901__00
Educable Mental Disability (EMD) ***	1902__0‡	2902__0‡	3902__0‡	5902__00
Specific Learning Disability (LD) ***	1903__0‡	2903__0‡	3903__0‡	5903__00
Emotional Disability (ED) ***	1904__0‡	2904__0‡	3904__0‡	5904__00
Orthopedic Disability (OD)	1905__0‡	2905__0‡	3905__0‡	5905__00
Visual Impairment (VI) ***	1906__0‡	2906__0‡	3906__0‡	5906__00
Deafness or Hearing Impairment (HI) ***	1907__0‡	2907__0‡	3907__0‡	5907__00
Speech or Language Impairment (SP)	1908__00	2908__00	3908__00	5908__00
Developmental Delay (DD)	1910__0‡	(none)	(none)	(none)
Deaf-Blindness (DB)	1911__00	2911__00	3911__00	5911__00
Traumatic Brain Injury (TBI)	1912__00	2912__00	3912__00	5912__00
Autism (Aut)	1913__00	2913__00	3913__00	5913__00
Other Health Impaired (OHI)	1914__00	2914__00	3914__00	5914__00
Generic, cross-categorical*	1916__0‡	2916__0‡	3916__0‡	5916__00
<b>Resource</b>				
Profound Mental Disability (PMD)	1900__20	2900__20	3900__20	5900__20
Trainable Mental Disability (TMD)	1901__20	2901__20	3901__20	5901__20
Educable Mental Disability (EMD)	1902__20	2902__20	3902__20	5902__20
Specific Learning Disability (LD) ***	1903__20	2903__20	3903__20	5903__20
Emotional Disability (ED) ***	1904__20	2904__20	3904__20	5904__20
Orthopedic Disability (OD)	1905__20	2905__20	3905__20	5905__20
Visual Impairment (VI) ***	1906__20	2906__20	3906__20	5906__20
Deafness or Hearing Impairment (HI) ***	1907__20	2907__20	3907__20	5907__20
Speech or Language Impairment (SP)	1908__20	2908__20	3908__20	5908__20
Preschool with Disability (DD)	1910__20	(none)	(none)	(none)
Deaf-Blindness (DB)	1911__20	2911__20	3911__20	5911__20
Traumatic Brain Injury (TBI)	1912__20	2912__20	3912__20	5912__20
Autism (Aut)	1913__20	2913__20	3913__20	5913__20
Other Health Impaired (OHI)	1914__20	2914__20	3914__20	5913__20
Resource, high school credit ***			390R__ __ __**	
<b>Itinerant</b>				
Profound Mental Disability (PMD)	1900__40	2900__40	3900__40	5900__40
Trainable Mental Disability (TMD)	1901__40	2901__40	3901__40	5901__40
Educable Mental Disability (EMD) ***	1902__40	2902__40	3902__40	5902__40
Specific Learning Disability (LD) ***	1903__40	2903__40	3903__40	5903__40
Emotional Disability (ED)	1904__40	2904__40	3904__40	5904__40
Orthopedic Disability (OD)	1905__40	2905__40	3905__40	5905__40
Visual Impairment (VI) ***	1906__40	2906__40	3906__40	5906__40
Deafness or Hearing Impairment (HI) ***	1907__40	2907__40	3907__40	5907__40



**Table 2:**  
**Special Education Instructional Activity Codes**

<b>Activity</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>	<b>CATE</b>
Speech or Language Impairment (SP) ***	1908__40	2908__40	3908__40	5908__40
Preschool with Disability (DD)	1910__40	(none)	(none)	(none)
Deaf-Blindness (DB)	1911__40	2911__40	3911__40	5911__40
Traumatic Brain Injury (TBI)	1912__40	2912__40	3912__40	5912__40
Autism (Aut)	1913__40	2913__40	3913__40	5913__40
Other Health Impaired (OHI)	1914__40	2914__40	3914__40	5914__40
<b>Home-Based</b>				
Profound Mental Disability (PMD)	1900__60	2900__60	3900__60	5900__60
Trainable Mental Disability (TMD)	1901__60	2901__60	3901__60	5901__60
Educable Mental Disability (EMD)	1902__60	2902__60	3902__60	5902__60
Specific Learning Disability (LD)	1903__60	2903__60	3903__60	5903__60
Emotional Disability (ED)	1904__60	2904__60	3904__60	5904__60
Orthopedic Disability (OD)	1905__60	2905__60	3905__60	5905__60
Visual Impairment (VI)	1906__60	2906__60	3906__60	5906__60
Deafness or Hearing Impairment (HI)	1907__60	2907__60	3907__60	5907__60
Speech or Language Impairment (SP)	1908__60	2908__60	3908__60	5908__60
Preschool with Disability (DD)	1910__60	(none)	(none)	(none)
Deaf-Blindness (DB)	1911__60	2911__60	3911__60	5911__60
Traumatic Brain Injury (TBI)	1912__60	2912__60	3912__60	5912__60
Autism (Aut)	1913__60	2913__60	3913__60	5913__60
Other Health Impaired (OHI)	1914__60	2914__60	3914__60	5914__60
<b>Expelled</b>				
Profound Mental Disability (PMD)	1900__80	2900__80	3900__80	5900__80
Trainable Mental Disability (TMD)	1901__80	2901__80	3901__80	5901__80
Educable Mental Disability (EMD)	1902__80	2902__80	3902__80	5902__80
Specific Learning Disability (LD)	1903__80	2903__80	3903__80	5903__80
Emotional Disability (ED)	1904__80	2904__80	3904__80	5904__80
Orthopedic Disability (OD)	1905__80	2905__80	3905__80	5905__80
Visual Impairment (VI)	1906__80	2906__80	3906__80	5906__80
Deafness or Hearing Impairment (HI)	1907__80	2907__80	3907__80	5907__80
Speech or Language Impairment (SP)	1908__80	2908__80	3908__80	5908__80
Preschool with Disability (DD)	1910__80	(none)	(none)	(none)
Deaf-Blindness (DB)	1911__80	2911__80	3911__80	5911__80
Traumatic Brain Injury (TBI)	1912__80	2912__80	3912__80	5912__80
Autism (Aut)	1913__80	2913__80	3913__80	5913__80
Other Health Impaired (OHI)	1914__80	2914__80	3914__80	5914__80
<b>LBA Instructional Activities</b>				
Special Education, LBA	1999__	2999__	3999__	5999__

**Table 3:  
Non-Instructional Activity Codes for All Grades**

	Elementary School	Middle School	Jr. High School	Secondary School	CATE Center
<b>Administrative Position/Duties</b>					
Principal/Director	0110	0210	0310	0410	0510
Asst. Principal/Asst. Director	0120	0220	0320	0420	0520
Curriculum Coordinator	0130	0230	0330	0430	0530
Administrative Assistant	0140	0240	0340	0440	0540
Administrative Intern	0150	0250	0350	0450	0550
Athletic Director			0360	0460	0560
Job Placement			0370	0470	0570
Bus Coordinator	0180	0280	0380	0480	0580
Other Administrative	0190	0290	0390	0490	0590
<b>Guidance</b>					
Director/Head Counselor	0610	0620	0620	0630	0650
Guidance Counselor	0612	0622	0622	0632	0652
CATE Counselor	0614	0624	0624	0634	0654
<b>Library Media Center</b>					
Head Library Media Specialist	0710	0720	0720	0740	0750
Library Media Specialist	0712	0722	0722	0742	0752
Media Communication/Technology Specialist	0714	0724	0724	0744	0754
<b>Other Non-Instructional</b>					
Department Head	0800	0820	0840	0860	0880
Cooperative Program Coordinator	0802	0822	0842	0862	0882
Data Processing	0804	0824	0844	0864	0884
Assigned Supervision	0806	0826	0846	0866	0886
In-School Suspension	0807	0827	0847	0867	0887
Lunch Period in Student Schedule	0891	0891	0891	0891	0891
Planning	0898	0898	0898	0898	0898
Study Hall	0899	0899	0899	0899	0899

**Appendix A:**  
**Activity Code Ranges**  
**for Specific Instructional Areas**

<b>CODE RANGE</b>	<b>INSTRUCTIONAL AREA</b>
<b>Prekindergarten–Grade 6</b>	
1000–1079	Language Arts
1100–1179	Mathematics
1200–1279	Science
1300–1379	Social Studies
1400–1479	Health and Physical Education
1500–1579	Visual and Performing Arts
1600–1679	Foreign Languages
1700–1709	General Education Exploratory
1710–1719	Supporting Services/General
1720–1749	Gifted and Talented
1750–1759	Prekindergarten
1760–1769	Kindergarten
1770–1775	Multiage Grouping
1776–1796	Unassigned
<b>Grades 7–8</b>	
2000–2079	Language Arts
2100–2179	Mathematics
2200–2279	Science
2300–2379	Social Studies
2400–2479	Health and Physical Education
2500–2579	Visual and Performing Arts
2600–2679	Foreign Languages
2700–2709	General Education Exploratory
2710–2719	Supporting Services/General
2720–2729	Gifted and Talented
2770–2775	Multiage Grouping
2730–2796	Unassigned
<b>Grades 9–12</b>	
3000–3096	Language Arts
4000–4096	Language Arts
3100–3196	Mathematics
4100–4196	Mathematics
3200–3296	Science
4200–4296	Science
3300–3396	Social Studies
4300–4396	Social Studies
3400–3496	Health and Physical Education
4400–4496	Health and Physical Education
3500–3596	Visual and Performing Arts
4500–4596	Visual and Performing Arts
3600–3696	Foreign Languages
4600–4696	Foreign Languages
3700–3719	Driver Education
3720–3729	Gifted and Talented
3730–3749	Unassigned
3750–3759	ROTC

**Appendix A:**  
**Activity Code Ranges**  
**for Specific Instructional Areas**

<b>CODE RANGE</b>	<b>INSTRUCTIONAL AREA</b>
3760–3796	Unassigned
3800–3899	Career Activities, non-CATE
4700–4769	Computer Education
4770–4779	Unassigned
4800–4899	Unassigned
<b>Career and Technology Education</b>	
5000–5007	Finance
5008–5049	Business, Management, and Administration
5050–5059	Information Technology
5060–5090	Business, Management, and Administration
5091–5099	Marketing, Sales, and Service
5100–5189	Business, Management, and Administration
5190–5199	Hospitality and Tourism
5200–5205	Arts, Audio-Video Technology, and Communications
5206–5269	Unassigned
5270	Information Technology
5271–5289	Finance
5290–5299	Arts, Audio-Video Technology, and Communications
5300–5399	Information Technology
5400–5409	Business, Management, and Administration
5410–5454	Marketing, Sales, and Service
5455–5456	Arts, Audio-Video Technology, and Communications
5457–5470	Marketing, Sales, and Service
5471–5489	Hospitality and Tourism
5490–5499	Business, Management, and Administration
5500–5599	Health Science
5600–5699	Agriculture, Food, and Natural Resources
5700–5709	Education and Training
5710–5712	Arts, Audio-Video Technology, and Communications
5713–5719	Marketing, Sales, and Service
5720–5755	Hospitality and Tourism
5756	Human Services/Family and Consumer Sciences
5757–5758	Science, Technology, Engineering, and Mathematics
5759–5799	Human Services/Family and Consumer Sciences
5800–5803	Education and Training
5804–5899	Human Services/Family and Consumer Sciences
5900–6000	Unassigned
6001–6010	Architecture and Construction
6011–6039	Transportation, Distribution, and Logistics
6040–6044	Science, Technology, Engineering, and Mathematics
6045–6049	Manufacturing
6050–6059	Science, Technology, Engineering, and Mathematics
6060–6089	Architecture and Construction
6090	Science, Technology, Engineering, and Mathematics
6091–6094	Architecture and Construction
6095–6099	Science, Technology, Engineering, and Mathematics
6100–6119	Manufacturing
6120–6129	Arts, Audio-Video Technology, and Communications
6130–6149	Manufacturing

**Appendix A:**  
**Activity Code Ranges**  
**for Specific Instructional Areas**

<b>CODE RANGE</b>	<b>INSTRUCTIONAL AREA</b>
6150–6169	Human Services/Family and Consumer Sciences
6170–6189	Arts, Audio-Video Technology, and Communications
6190	Finance
6191–6199	Transportation, Distribution, and Logistics
6200–6209	Arts, Audio-Video Technology, and Communications
6210–6249	Manufacturing
6250–6259	Architecture and Construction
6260–6279	Manufacturing
6280–6290	Architecture and Construction
6291–6297	Unassigned
6298–6299	Architecture and Construction
6300–6329	Transportation, Distribution, and Logistics
6330–6359	Manufacturing
6360–6389	Unassigned
6390–6399	Education and Training
6400–6499	Manufacturing
6500–6599	Law, Public Safety, Corrections, and Security
6600–6689	Unassigned
6690–6699	Architecture and Construction
6700–6789	Unassigned
6790–6799	Transportation, Distribution, and Logistics
6800–6898	Unassigned
6899	Finance
6900–6999	Unassigned

## Appendix B: Reserved Course Codes

The following codes are not part of the activity coding system but have been reserved for use by schools utilizing department titles and homeroom designations within their electronic scheduling programs.

<b>Departments</b>	<b>PreK– Grade 6</b>	<b>Grades 7–8</b>	<b>Grades 9–12</b>
Language Arts/English	1000	2000	3000
Mathematics	1100	2100	3100
Computer Education	1700	2700	4700
Science	1200	2200	3200
Social Studies	1300	2300	3300
Health and Physical education	1400	2400	3400
Visual and Performing Arts	1500	2500	3500
Foreign Languages	1600	2600	3600
Career Technology Centers	1800	2800	5000
Homeroom	0896–0897	0896–0897	0896–0897

Computer education departments for prekindergarten through grade six and grades seven through grade eight were not in the 1990 listing.

## **Appendix C:**

### **The SIS Eight-Character Activity/Course Code**

In the student information system, eight characters are available for each instructional activity. The first four characters of the SIS activity/course code will be the code described in this manual. The fifth and the sixth characters are district defined. The seventh and eighth characters designate academic weight and the academic credit associated with the specific course code:

- One of three different characters will occupy the seventh position: either the alpha character that represents the academic tag for credit-bearing courses, or the numeric 0, or the digit that represents the special education activity instructional approach.
- One of three different characters will occupy the eighth position. In that position will be either the alpha character that represents the unit tag for credit-bearing courses, or the numeric 0, or the digit representing a specific instructional area for the following types of self-contained classes: kindergarten, prekindergarten, multiage grouping, and special education. These classes are discussed below in the section "Core Academic Subjects."

Although the SIS is not case sensitive (it will allow you to use upper- or lower-case characters in the seventh and eighth places), other systems utilized by SCDE offices and divisions are. For this reason, you should continue to enter uppercase letters for academic and unit tags when adding an activity to your local database course files.

## Appendix D: Academic and Unit Tags

### Academic Tags

Academic tags, which are the seventh character of the SIS activity/course code, were created in alignment with the State Board of Education uniform grading scale policy *and for the purpose of identifying "extended learning opportunities" in concert with the state's electronic individual graduation plan (eIGP).* Because of 2007 revisions in that policy, the academic designations "T" (tech prep) and "P" (pre-Baccalaureate) are no longer to be used in course codes. *Beginning with the 2007-08 school year, the "D" dual credit tag is no longer to be used in course codes.*

The seventh character identifies each credit-bearing course as having one of five remaining academic weights: "A" (Advanced Placement); "I" (International Baccalaureate); "C" (College Prep); "H" (honors); or "E" (dual credit).

Please note the following text from the South Carolina Uniform Grading Policy (January 9, 2007), specifically item C about Honors weighting for courses outside English, mathematics, science, and social studies:

*School districts may designate honors courses and give the assigned weighting under the following conditions:*

- A. An honors course must have a published syllabus that verifies rigor sufficiently beyond the College Preparatory (CP) requirements.*
- B. Textbooks and other course materials must be differentiated and more rigorous than those used in CP courses.*
- C. Honors courses may be offered in English, mathematics, science, and social studies. **Honors weighting may be designated in other content areas for the third and fourth level of the courses,** provided that the two above standards are met. Honors weighting may not be designated in any physical education courses.*

### Unit Tags

The eighth character identifies the yearly unit value for credit-bearing courses: "W" = 1 unit, "H" = ½ unit, "Q" = ¼ unit, "D" = 2 units, or "T" = 3 units. The ¼ unit may be awarded for LBA or SBA activities only.

The seventh and eighth character designations for academic weights and unit value must be aligned with state curriculum standards in course development and with the State Board of Education's Uniform Grading Policy ([http://ed.sc.gov/agency/Standards-and-Learning/Academic-Standards/old/hsr/documents/INEZ2006UGP\\_1ApprovedbySBE1-9-07.pdf](http://ed.sc.gov/agency/Standards-and-Learning/Academic-Standards/old/hsr/documents/INEZ2006UGP_1ApprovedbySBE1-9-07.pdf)).

Short course titles and many long course titles were entered into SASI at the state level during the pilot implementation. Both long and short course titles may be entered or changed at the discretion of the district to reflect local nomenclature. There may be instances where cross-district agreement for naming the long course titles is needed.

State-level data collection will be based on the codes and titles in this manual.



## **Appendix E: Grade Eight, High School Credit Courses**

During the 2005–06 school year, all course titles with the phrase “grade 8, high school credit” should have been deactivated in the district database. Titles and codes for grades nine through twelve should be used instead. In other words, “Algebra 1” (4111) is now used for all students enrolled for credit in Algebra 1, including those students in grade eight. Titles and codes that have been deactivated no longer appear in Table 1.

In a similar fashion, if LBA elective-credit courses are offered in grades seven or eight, the assigned code should follow the coding system for grades nine through twelve, in which the digit in the first position of the eight-character code is either **3** or **4**.

There are two reasons for this change. First, schools are not restricted from offering courses for high school credit at the seventh or eighth grade. According to *Focus on High Schools: A Resource Guide to Recommended Course Sequences for College Prep and Tech Prep Curricula* (SCDE 2001), only two core-credit courses, Algebra 1 and English 1, should be offered in grade eight but other courses such as foreign languages can be offered for credit in grades seven or eight. And second, mastery of standards implies that any credit course, regardless of the grade at which it is taught, should be assigned one code only. Standards-based instruction may lead to other changes to credit courses in the future.

## **Appendix F: Renamed Science Activities**

The science standards now integrate the teaching of the life, earth, and physical sciences into all activities in grades seven and eight. As a result, there is no longer a need to specify the particular type of science in the title of the activity. Four science activity titles in Table 1 have therefore been revised to eliminate the words "general," "earth," and "life." In addition, the code 2261 has been deactivated for Environmental Studies in grades seven and eight. (The code 3261 remains active for Environmental Studies in grades nine through twelve.) These revisions align the titles with current practice in the teaching of science and will not likely affect class scheduling.

## **Appendix G: Physical Activity Code**

The Students Health and Fitness Act of 2005 (S.C. Code Ann. §§ 59-10-10 through 59-10-380) requires that students be provided some form of regular physical activity at school. The physical activity code (1445) is added in Table 1 to assist the SCDE and the school districts with uniform data collection regarding this requirement.

## **Appendix H: Core Academic Subjects for Self-Contained Classes**

Beginning in 2006–07, a digit representing a specific instructional area will occupy the eighth position of the activity codes for self-contained classes in prekindergarten, kindergarten, multiage grouping, and special education only. The use of this digit will allow the Office of Educator Quality and Leadership to identify the number of classes taught by teachers who are “highly qualified” in the following core academic subjects: English language arts, mathematics, science, and social studies. This coding construction is shown in the subsections “Prekindergarten through Grade Six” and “Special Education,” below.

Instructions for the collection of “highly qualified” teacher data are provided in the document *Highly Qualified Teachers Data Collection Manual*, which will be available online at [http://ed.sc.gov/agency/offices/tech/dts/documents/HQTDataManual2-22\\_002.doc](http://ed.sc.gov/agency/offices/tech/dts/documents/HQTDataManual2-22_002.doc).

## **Appendix I:**

### **Identification of the Appropriate Class for Students with Disabilities**

The activity codes in Table 2 represent the classes in which students with disabilities are placed. They do *not* represent the student's disability. In other words, a district should not use ten of these codes to place ten students in one class but rather should select the one class code that is appropriate for these ten students.

All categories of disabilities are listed to guide the process of coding now and in the future. Use of some codes is not expected. Triple asterisks have been added in Table 2 to designate the most likely codes for classes for students with disabilities.

Each student must be placed in an appropriate class as determined by the individualized educational program (IEP) team in accordance with federal regulations. A simple guide for determining in which class a student is placed is the teacher's area of certification.

In self-contained classes all students must be of the same category unless written approval for an exception is obtained from SCDE. Therefore, in a self-contained class both the class and disability type are the same. In addition, the assigned teacher is certified in the same area of disability. A class of emotionally disabled students is taught by a teacher certified to teach the emotionally disabled.

In a resource or itinerant class, students represent different disabilities, but only one code is used to identify the class. If four educable mentally disabled students, ten learning-disabled students, and sixteen emotionally disabled students are the caseload for a teacher, that teacher must be certified to teach the majority of the students. Therefore, this particular teacher must be certified to teach emotionally disabled students. All of this teacher's classes may be assigned the **1904\_\_20**, **2904\_\_20**, or **3904\_\_20** code. The code **5904\_\_20** is identified in the table as part of the system but is not likely to be utilized.

The teacher's area of certification is a simple method for determining the appropriate activity code for a class; however, there are exceptions. For instance, an exception occurs when the teacher assigned to teach a particular class does not meet the certification requirement for that class. Consult the special services contact person in your district if you need to verify the appropriate activity code for a class of students with disabilities.

The required credentials—both proper certification and all required attendant training—for all professional staff members are set forth in the SCDE document *Required Credentials for Professional Staff Members in the Instructional Programs of South Carolina's Public Schools*, available online at [http://ed.sc.gov/agency/Accountability/Quality-Assurance/old/sq/acc/documents/reqcred07\\_002.pdf](http://ed.sc.gov/agency/Accountability/Quality-Assurance/old/sq/acc/documents/reqcred07_002.pdf).

## Appendix J: Constructing the Activity Coding System

For the purpose of isolating major groups of numbers within the four-digit system, the following coding system will be maintained for assigning any code to be used to identify an activity performed by staff personnel of the public schools:

Non-Instructional Activities	0000–0999
Prekindergarten through Grade 6 Activities	1000–1999
Grade 7 and Grade 8 Activities	2000–2999
Grades 9 through 12:	
General Education Activities	3000–4999
CATE	5000–6999
Unassigned	7000–9999

All SBA and LBA instructional activities are assigned specific codes consistent with the subgroups that are designated within each major instructional area in table 2.

All special education activities are assigned specific codes consistent with the subgroups that are designated within each major instructional area in Table 1. These subgroups correspond to the **900–999** series of numbers in the second, third, and fourth digits of the major groups of codes assigned to the instructional areas. A list of current special education codes is provided below in Table 2.

Alpha characters were first used in the fourth position to identify the instructional approach for credit-bearing courses in special education, thus allowing an academic tag in the seventh position rather than the instructional approach.

Alpha characters will be utilized to expand the subgroups in major instructional areas when the number of activities exceeds the available codes. IB codes are an example: in every IB code, the fourth position is an alpha character.

**Appendix K:  
Creating Instructional Activity Codes**

**Prekindergarten through Grade Six: 1000–1999**

A. The first digit will always be **1**.

B. The second digit represents specific instructional areas.

Language Arts	0
Mathematics	1
Science	2
Social Studies	3
Health and Physical Education	4
Visual and Performing Arts	5
Foreign Languages	6
Supporting Instructional Areas	7
Career Activities, non-CATE	8
Special Education	9

C. More specific codification of the instructional areas listed above is shown in table 2.

D. The third and fourth positions, which represent the specific course of study, will be either digits or alpha characters.

E. The fifth and the sixth digits are district defined.

A suggested format for assigning LBA instructional activities is provided in appendix C.

F. The seventh digit is **0**.

G. The eighth digit is **0**, with the exception self-contained prekindergarten, kindergarten, and multiage-grouping classes. In the eighth position for these classes, the specific instructional areas listed in the chart below will be used as appropriate for the particular core academic subjects named in the NCLBA. Other codes listed in the chart in item B above may be used at district discretion for those self-contained classes.

Language Arts	0
Mathematics	1
Science	2
Social Studies	3

H. Activity codes currently used for instructional activities in prekindergarten through grade six are shown in table 3.

## Grades Seven and Eight: 2000–2999

- A. The first digit will always be 2.
- B. The second digit represents specific instructional areas.

Language Arts	0
Mathematics	1
Science	2
Social Studies	3
Health and Physical Education	4
Visual and Performing Arts	5
Foreign Languages	6
Supporting Instructional Areas	7
Career Activities, non-CATE	8
Special Education	9

- C. More specific codification of the instructional areas listed above is shown in table 2.
- D. The third and fourth positions, which represent the specific course of study, will be either digits or alpha characters.
- E. The fifth and the sixth digits are district defined.  
  
A suggested format for assigning LBA instructional activities is provided in appendix C.
- F. The seventh and eighth digits are zeros.
- G. A four-digit SBA activity code will be assigned for core-unit credit activities when approved by the SCDE.
- H. Activity codes currently being used for instructional activities in grades seven and eight are shown in table 3.



### **Grades Nine through Twelve (General Education): 3000–4999**

A. The first digit will always be **3** or **4**.

B. The second digit represents specific instructional areas.

Language Arts	0
Mathematics	1
Science	2
Social Studies	3
Health and Physical Education	4
Visual and Performing Arts	5
Foreign Languages	6
Supporting Instructional Areas	7
CATE	8
Special Education	9

C. More specific codification of the instructional areas listed above is shown in table 2.

D. The third and fourth positions, which represent the specific course of study, will be either digits or alpha characters.

E. The fifth and the sixth digits are district defined.

A suggested format for assigning LBA instructional activities is provided in appendix C.

F. The seventh and eighth characters are letters representing the academic tag and the unit tag.

G. A four-digit SBA activity code will be assigned for core-unit credit activities when approved by the SCDE.

H. Activity codes currently being used for general education instructional activities for grades nine through twelve are shown in table 3.

**Grades Nine through Twelve (CATE): 5000–6999**

- A. The first digit will always be **5** or **6**.
- B. The second digit represents areas as follows for all activity codes with **5** or **6** as the first digit. In 2002 the codification was modified to reflect the federal Office of Vocational and Adult Education trends in career and technology education.

Agriculture, Food, and Natural Resources	6
Architecture and Construction	0, 2, 6
Arts, Audio-Video Technology, and Communications	1, 2
Business, Management, and Administration	0, 1, 4
Education and Training	3, 7, 8
Finance	0, 2
Health Science	5
Hospitality and Tourism	1, 4, 7
Human Services/Family and Consumer Sciences	1, 7, 8
Information Technology	0, 2, 3
Law, Public Safety, and Security	5
Manufacturing	0, 1, 2, 3, 4
Marketing, Sales, and Service	0, 4, 7
Science, Technology, Engineering, and Mathematics	0
Transportation, Distribution, and Logistics	0, 1, 3, 7

- C. A more specific codification of the instructional areas listed above is shown in Table 1. The third and fourth positions, which represent the specific course of study, will be either digits or alpha characters.
- D. The fifth and the sixth digits are district defined.
- E. The seventh and eighth characters are letters representing the academic tag and the unit tag.
- F. A four-digit SBA activity code will be assigned when approved by the SCDE. Occupationally funded CATE instructional activities must be approved by the SCDE.
- G. Activity codes currently being used for CATE instructional activities are shown in Table 1.

## Special Education

A. The first digit represents areas as follows:

Prekindergarten–Grade 6	1
Grade 7–Grade 8	2
Grade 9–Grade 12	3, 4
CATE	5, 6

B. The second digit will always be **9** and therefore identifies the activity as special education.

C. The third and fourth positions, which represent activities within the following disability groups by type, will be either digits or alpha characters.

Students in resource classes who are earning credit toward a state high school diploma will be assigned an OR in the third and fourth positions. The seventh character assumes the academic tag for generating a GPA instead of the numeral representing the model type. The eighth character must receive a unit tag.

Profound Mental Disability (PMD)	00
Trainable Mental Disability (TMD)	01
Educable Mental Disability (EMD)	02
Specific Learning Disability (LD)	03
Emotional Disability (ED)	04
Orthopedic Disability (OD)	05
Visual Impairment (VI)	06
Deafness or Hearing Impairment (HI)	07
Speech or Language Impairment (SP)	08
Preschool with Disability (PCD)	10
Deaf-Blindness (DB)	11
Traumatic Brain Injury (TBI)	12
Autism (Aut)	13
Other Health Impaired (OHI)	14
Cross-categorical self-contained*	16
Resource, high school credit	OR

\* State Board of Education Regulation 43-205 was amended in 2007 to include the student-teacher ratio for all cross-categorical self-contained special education classes.

D. The fifth and sixth digits are district defined. Using the sixth digit to identify the specific instructional areas is no longer feasible for state data collection.

- E. The seventh digit represents the instructional approach. However, when a student in a resource class will earn elective credit toward the high school diploma, the character R will occupy the fourth position (see item C, above).

Self-contained	0
Resource	2
Itinerant	4
Home-based *	6
Expelled **	8

\* The term *home-based* refers to those educational services provided to children through an individualized education program (IEP). These services must be determined on a case-by-case basis by an IEP team. Use this code for home-based education only. *Homebound* is not the same as *home-based*.

The term *medical homebound* refers to those educational services delivered to a student who cannot attend school as a result of accident, illness, or pregnancy, despite the aid of transportation. Students placed on medical homebound for an extended period of time will require an IEP review to determine how the educational services will be delivered during the time the student is unable to attend school.

\*\* The term *expelled* refers to a student with a disability who has been expelled (with all procedural safeguards adhered to) and is receiving educational services as required by his or her IEP.

- F. The eighth digit will identify specific instructional areas (those in red type in the chart below) as being appropriate for the particular core academic subjects named in the NCLBA: English language arts, mathematics, science, and social studies. Other specific instructional areas—represented by digits 4 through 9, as shown in the chart below—may be used at district discretion in the eighth position for these self-contained classes.

<i>Language Arts</i>	<i>0</i>
<i>Mathematics</i>	<i>1</i>
<i>Science</i>	<i>2</i>
<i>Social Studies</i>	<i>3</i>
Health and Physical Education	4
Visual and Performing Arts	5
Foreign Languages	6
Supporting Instructional Areas	7
Career Activities, non-CATE	8
Special Education	9

- G. Activity codes assigned for special education activities including LBA instructional activities are shown in table 4.

## **Appendix L: Creating Online Course Codes**

In SASI, the "Instruction Type" field in the "Sections" atom can be used to identify the online courses offered by a school. The drop-down options and directions for using this field are available at the following link:

[http://www.ed.sc.gov/agency/Accountability/Technology-Services/old/dts/documents/Coding\\_SC\\_Virtual\\_School\\_Courses.pdf](http://www.ed.sc.gov/agency/Accountability/Technology-Services/old/dts/documents/Coding_SC_Virtual_School_Courses.pdf).

In PowerSchool, the designation for online courses had not been defined or configured at the time of this manual was created. More information will come as an addendum as the PowerSchool implementation proceeds during the 2008-2009 school year.

## **Appendix M: Creating International Baccalaureate (IB) Codes**

The expanding list of IB courses necessitated a re-coding of all courses in October 2003. Directions for mapping the old codes to the new codes are available from the SCDE's Office of Technology Services.

The fourth position in the eight-character code for all IB courses is an alpha character. The third character remains a numeral consistent with other course of study codes. For instance, in science the course of study code for chemistry is xx**3**x. There are three IB chemistry courses; each retains the xx3x configuration. In the illustration the first two x's stand for numerals; the final x stands for a letter rather than a numeral.

There are unique titles that have parenthetical references in them, ( \_\*\_\_\_ ), for language arts and for foreign language courses for students whose native language is one other than those languages offered in the South Carolina public school system. Use of these codes must be tailored to each student's IB program. Guidance for coding in these situations will be provided by the school's IB coordinator, with approval by the SCDE to ensure that program guidelines are met.

## Appendix N: Creating Non-Instructional Activity Codes

### All Grades: 0000–0999

- A. The first digit will always be **0**.
- B. The second digit will represent specific groups as follows:

District Administration	0
Elementary School Administration	1
Middle School Administration	2
Junior High School Administration	3
Secondary School Administration	4
CATE School Administration	5
Guidance Activities	6
Library Media Center Activities	7
Other Non-Instructional Activities	8
Unassigned Activities	9

- C. The third and fourth positions, which represent the specific course of study, will be either digits or alpha characters.

1. Non-Instructional activity codes for district office personnel.

For all activities associated with district administration, the third and fourth digits will be the same as the position code.

Example:	District Superintendent	0050
	Director of Instruction	0053
	Business Manager	0020

2. Non-Instructional activity codes for elementary, middle, junior high, secondary schools, and CATE centers are shown in Table 3. The district creation and use of *non-instructional* activity codes is currently under review.

3. The following grade designations represent each category as shown:

elementary school = the combinations of kindergarten through grade eight  
(e.g., K, K–8, 1–6, 1–7, 1–8)

middle school = the combinations of grades five through eight  
(e.g., 5, 7–8, 6–8)

junior high school = the combinations of grades seven through nine  
(e.g., 7–8, 7–9, 8–9)

secondary school = the combinations of grades seven through twelve  
(e.g., 7–12, 8–12, 9–12, 10–12, 11–12)

## **Appendix O: Creating Local Board–Approved (LBA) Instructional Activities**

The first four digits for LBA instructional activities are in Table 1, followed by \_ \_ to indicate the placement of the district-assigned fifth and sixth characters. See Appendix P for suggested formats and ranges of assignable code numbers.

LBA instructional activities for pre-kindergarten through grade twelve require assignment of the additional fifth and sixth characters at the district level. District-approved instructional activities will begin at **9901** and go through **9999**.

Each district must maintain a listing of locally approved courses by subject area and subgroups. These activities must be uniformly numbered within each school district. The seventh character (grade-point average [GPA] weighting) and the eighth character (yearly unit value) are also assigned locally. There may be instances where cross-district coding is needed.

Activities for transfer students should be matched to existing codes where possible. In cases where a transfer course does not correspond to an existing course, a special set of numbers is set aside for district use (see appendix D). The original content level (xx) will be followed by xx**97** in a similar fashion to the groups and subgroups suggested in appendix C for LBA activities. *Transfer codes are suggested for CATE in appendix D.* The fifth and the sixth digits are assigned from xx**9701** through xx**9799** at the district level. The need for cross-district uniformity is determined at the district level.

Four-character State Board–approved (SBA) activity codes for locally designed subject-area courses will be assigned when the State Superintendent approves the course. The fifth character and the sixth character are district defined. The district assigns academic and unit tags in the seventh and eighth positions.

Instructional activities that are currently offered in schools but are not listed in Table 1 of this document must receive local board approval. A student can earn only elective credit for a locally designed and approved course.



## Appendix P: Suggested Format for Assigning Locally Approved Electives

This appendix is designed for electronic usage. The Language Arts subject area has been partially expanded to illustrate the progression for assigning the fifth and sixth digits in activity codes. A range of code numbers has been added for each subject-area subgroup for organizational purposes. Use of this format for assigning LBA instructional activities within subgroups will enhance data collection statewide.

Activity	Range	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
<b>Language Arts</b>					
Language Arts, LBA		1099_ _	2099_ _	3099_ _	
Language	01–10				
Enter Course Name		109901			
Enter Course Name		109902			
Enter Course Name		109903			
Enter Course Name			209901		
Enter Course Name			209902		
Enter Course Name			209903		
Enter Course Name				309901	
Enter Course Name				309902	
Enter Course Name				309903	
INSERT ADDITIONAL ROWS AS NEEDED to complete range 01–99 for each subgroup					
Literature	11–20				
Composition	21–30				
Journalism	31–40				
[Other language arts activities]	41–99				
<b>Mathematics</b>					
Mathematics, LBA		1199_ _	2199_ _	3199_ _	
<b>Science</b>					
Science, LBA		1299_ _	2299_ _	3299_ _	
<b>Social Studies</b>					
Social Studies, LBA		1399_ _	2399_ _	3399_ _	
History	01–20				
Government	21–30				
Economics	31–40				
Psychology	41–50				
Sociology	51–60				
[Other social studies activities]	61–99				
<b>Health and Physical Education</b>					
Health and Physical Education, LBA		1499_ _	2499_ _	3499_ _	
Health	01–50				
Physical Education	51–99				
<b>Visual and Performing Arts</b>					
Fine Arts, LBA		1599_ _	2599_ _	4599_ _	
Art	01–20				
Band	21–30				

Activity	Range	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
Chorus	31–50				
Orchestra	51–60				
Dance	61–70				
[Other fine arts activities]	71–99				
<b>Foreign Languages</b>					
Foreign Languages, LBA		1699_ _	2699_ _	3699_ _	
Currently offered languages (French, German, Japanese, Latin, Russian, Spanish)	01–50				
New languages	51–99				
<b>Supporting Areas</b>					
Supporting Instructional Areas, LBA		1799_ _	2799_ _	3799_ _	
Driver Education	01–10				
Gifted and Talented	11–20				
Other supporting-area activities [examples]:	21–99				
Service Learning		20	20	20	
Test Preparation		30	30	30	
Computer Learning		40–45	40–45	40–45	
English for Speakers of Other Languages (ESOL)		50	50	50	
Character Education		60	60	60	
Keyboarding Skills		70	70	70	*
<b>Agriculture, Food, and Natural Resources</b>					
Agriculture, Food, and Natural Resources, LBA	01–99				5699_ _
<b>Architecture and Construction</b>					
Architecture and Construction, LBA	01–99				6299_ _
<b>Arts, Audio-Video Technology, and Communications</b>					
Arts, Audio-Video Technology, and Communications, LBA	01–99				5299_ _
<b>Business, Management, and Administration</b>					
Business, Management, and Administration, LBA	01–99				5499_ _
<b>Education and Training</b>					
Education and Training, LBA	01–99				6399_ _
<b>Finance</b>					
Finance, LBA	01–99				6899_ _
<b>Health Science</b>					
Health Science, LBA	01–99				5599_ _
<b>Hospitality and Tourism</b>					
Hospitality and Tourism, LBA	01–99				5199_ _
<b>Human Services/Family and Consumer Sciences</b>					
Human Services/Family and Consumer Sciences, LBA	01–99				5799_ _
<b>Information Technology</b>					
Information Technology, LBA	01–99				5399_ _
<b>Law, Public Safety, and Security</b>					
Law, Public Safety, and Security, LBA	01–99				6599_ _

Activity	Range	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
<b>Manufacturing</b>					
Manufacturing, LBA	01–99				6499_ _
<b>Marketing, Sales, and Service</b>					
Marketing, Sales, and Service, LBA					5099_ _
<b>Science, Technology, Engineering, and Mathematics</b>					
Pre-Engineering/Industrial Tech Ed, LBA	01–99				6099_ _
<b>Transportation, Distribution, and Logistics</b>					
Transportation, Distribution, and Logistics, LBA	01–99				6199_ _
<b>Family and Consumer Sciences</b>					
Family and Consumer Sciences (Comprehensive), LBA	01–99				5899_ _
<b>Special Education</b>					
Special Education, LBA	01–99	1999_ _	2999_ _	3999_ _	5999_ _

\* No course may be substituted for the CATE Keyboarding (5100) course.

## Appendix Q: Creating Course Codes for Transfer Students

This chart is designed for creating codes for courses of transfer students that do not correspond to a current course code. The content-level codes (xx) here match the content level codes in appendix C. The xx**97** distinguishes transfer codes from other codes. A range of code numbers has been added for each subject-area subgroup for organizational purposes. Use of this format for assigning instructional activities within subgroups will enhance data collection statewide.

Activity	Range	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
<b>Language Arts</b>					
Language Arts, LBA		1097__	2097__	3097__	
Language	01–10				
Enter Course Name		109701			
Enter Course Name		109702			
Enter Course Name		109703			
Enter Course Name			209701		
Enter Course Name			209702		
Enter Course Name			209703		
Enter Course Name				309701	
Enter Course Name				309702	
Enter Course Name				309703	
INSERT ADDITIONAL ROWS AS NEEDED to complete range 01–97 for each subgroup.					
Literature	11–20				
Composition	21–30				
Journalism	31–40				
(Other language courses)	41–99				
<b>Mathematics</b>					
Mathematics, LBA		1197__	2197__	3197__	
<b>Science</b>					
Science, LBA		1297__	2297__	3297__	
<b>Social Studies</b>					
Social Studies, LBA		1397__	2397__	3397__	
History	01–20				
Government	21–30				
Economics	31–40				
Psychology	41–50				
Sociology	51–60				
[Other social studies activities]	61–99				
<b>Health and Physical Education</b>					
Health and Physical Education, LBA		1497__	2497__	3497__	
Health	01–50				
Physical Education	51–97				
<b>Visual and Performing Arts</b>					
Fine Arts, LBA		1597__	2597__	4597__	
Art	01–20				

Activity	Range	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
Band	21–30				
Chorus	31–50				
Orchestra	51–60				
Dance	61–70				
[Other fine arts activities]	71–99				
<b>Foreign Languages</b>					
Foreign Languages, LBA		1697_ _	2697_ _	3697_ _	
Currently offered languages (French, German, Japanese, Latin, Russian, Spanish)	01–50				
New languages	51–99				
<b>Supporting Areas</b>					
Supporting Instructional Areas		1797_ _	2797_ _	3797_ _	
Driver Education	01–10				
Gifted and Talented	11–20				
[Other supporting-area activities]	21–99				
<b>Agriculture, Food, and Natural Resources</b>					
Agriculture, Food, and Natural Resources, LBA	01–99				5697_ _
<b>Architecture and Construction</b>					
Architecture and Construction, LBA	01–99				6297_ _
<b>Arts, Audio-Video Technology, and Communications</b>					
Arts, Audio-Video Technology, and Communications, LBA	01–99				5297_ _
<b>Business, Management, and Administration</b>					
Business, Management, and Administration, LBA	01–99				5497_ _
<b>Health Science</b>					
Health Science, LBA	01–99				5597_ _
<b>Hospitality and Tourism</b>					
Hospitality and Tourism, LBA	01–99				5197_ _
<b>Human Services/Family and Consumer Sciences</b>					
Human Services/Family and Consumer Sciences, LBA	01–99				5797_ _
<b>Information Technology</b>					
Information Technology, LBA	01–99				5397_ _
<b>Law, Public Safety, and Security</b>					
Law, Public Safety, and Security, LBA	01–99				6597_ _
<b>Manufacturing</b>					
Manufacturing, LBA	01–99				6497_ _
<b>Marketing, Sales, and Service</b>					
Marketing, Sales, and Service, LBA	01–99				5097_ _
<b>Science, Technology, Engineering, and Mathematics</b>					
Pre-Engineering/Industrial Tech. Ed., LBA	01–99				6097_ _
<b>Transportation, Distribution, and Logistics</b>					
Transportation, Distribution, and Logistics, LBA	01–99				6197_ _
<b>Family and Consumer Sciences</b>					
Family and Consumer Sciences	01–99				5797_ _

Activity	Range	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
(Comprehensive), LBA					
<b>Miscellaneous</b>					
Miscellaneous Courses, LBA	01–99				6897_ _
<b>Special Education</b>					
Special Education, LBA	01–99	1997_ _	2997_ _	3997_ _	5997_ _

## **Appendix R: Phase-Out of Old Experimental Activity Codes**

Some instructional activities, such as General Mathematics 3195, are obsolete and are no longer assigned an instructional activity code (see Appendix S). The remaining old experimental activity codes have been either changed or phased out.

General education instructional activities for grades nine through twelve with the third and fourth digits in the range from **80** to **97** were phased out during the SASI pilot. An LBA activity code number should be assigned as suggested in Appendix O.

If, however, one of these instructional activities is approved for core-course credit, a new activity code must be requested from the accreditation program staff in the SCDE's Office of Federal and State Accountability.

## Appendix S: Phased-Out Activities

General education instructional activities (titles and codes) for grades nine through twelve with the third and fourth digits in the range from **80** to **97** were bulleted in Table 1 and were phased out during the SASI pilot because they were experimental codes. The titles appear below and no longer appear in Table 1. Bulleted activities remaining in Table 1 do not fit this description.

Refer to the *Q&A* for assistance in making changes in the database to the titles below. Do not delete the codes; change the title only. Most titles below will change to “phased out.”

### Phased-Out Instructional Activities

TITLE	CODE
Teaching Assistant Program, Language Arts, LBA	3080
Governor’s Remediation Lab, Reading, LBA	3089
Student Support, Reading, LBA	3090
Student Support, Writing, LBA	3091
Literature, LBA	3092
Language Arts/Thinking Skills, LBA	3094
Journalism (above Journalism II), LBA	3095
Composition, LBA	3096
Governor’s Remediation Lab, Math, LBA	3181
General Mathematics, LBA	3195
Teaching Assistance Program, Science, LBA	3280
Life Science, LBA	3290
Earth Science, LBA	3293
Physical Science, LBA	3296
Teacher Cadet, LBA	3381
Teaching Assistance Program, Social Studies, LBA	3383
New Model Me, LBA	3384
Junior Achievement Economics (Applied), LBA	3385
Geography, LBA	3391
History (U.S.), LBA	3392
Government, LBA	3393
Psychology, LBA	3394
Economics, LBA	3395
History (International), LBA	3396
Teaching Assistance Program, Health and PE, LBA	3480
Health, LBA	3491
Teaching Assistant Program, Fine Arts, LBA	3580
Interdisciplinary, Visual Arts Credit, LBA	3590
Art, Multilevel, LBA	3591
Visual Arts, Other, LBA	3592
Piano Lab, LBA	3593



## Phased-Out Instructional Activities

TITLE	CODE
Musical Theater, Music Credit, LBA	3594
Interdisciplinary, Music Credit, LBA	3595
Music Theory, LBA	3596
Vocal Experimental, LBA	3597
Band Experimental, LBA	3598
Orchestra Experimental, LBA	3599
Teaching Assistance Program, Foreign Languages, LBA	3680
Teaching Assistance Program, Driver Education, LBA	3780
Driver Education, LBA	3784
Gifted and Talented, LBA	3790
Arts, G/T, LBA	3791
Teaching Assistance Program, Math, LBA	4180
Probability and Statistics SERC, LBA	4181
Discrete Mathematics SERC, LBA	4182
College Preparatory Algebra, LBA	4192
College Preparatory Geometry, LBA	4193
Advanced Topics in Math, LBA	4194
World Geography, Honors, SERC, LBA	4391
Physical Education, LBA	4491
Musical Theater, Drama Credit, LBA	4590
Play Writing, LBA	4591
Play Production, LBA	4592
Musical Theater, Dance Credit, LBA	4595

## Appendix T: Obsolete Course Codes

These course codes were originally assigned for the Basic Educational Data System (BEDS) and used in OSIRIS. These courses should not be in the SASI or PowerSchool course/class files. These courses are considered obsolete because of changes in statutes or regulations.

Activity	PreK– Grade 6	Grades 7–8	Grades 9–12	CATE
Remedial Reading and Composition I			3024	
Remedial Reading and Composition II			3025	
Developmental Reading (Basal)			3022 (number reassigned)	
Compensatory Reading			3026	
Business English				5042
Remedial Mathematics I			3101	
Remedial Mathematics II			3102	
Compensatory Mathematics			3105	
General Mathematics I			3111	
General Mathematics II			3112	
General Mathematics III			3113	
Computer Mathematics			3151	
Calculus*			4141 (number reassigned)	
Business Mathematics				5046
Advanced Placement Music Listening and Literature			3577	
Other Vocational Education Exploratory	1820			
Vocational Education Exploratory		2820		
Industrial Arts	1848	2848		
Prevocational Education	1860	2868		

\* Calculus has been reactivated as a core-credit mathematics course; however, Calculus is listed here because this code number was reassigned. The new course code for Calculus is listed in Table 1.

## **Appendix U: Database of Current Activity Codes**

Before 2010-2011, an MS Access database was generated for the student information system as the state template for the assigned instructional activity codes in Tables 1 and 2. In addition, credit-bearing courses were given possible academic and unit tags as described previously in this document. "Possible tags" is a phrase that needs careful consideration: If state statute or state regulation did not prevent application of a specific tag, then all *possible* tags were used to generate the database entries. Therefore, not all activities entered into the database may be applicable in all districts.

The Microsoft Access database is no longer maintained. Please see Appendix X for more information about an Excel file that has replaced the Access database.

**Appendix V:**  
**Modifications in the Manual for 2010–2011**

Red type identifies modifications to this manual for the 2010-2011 school year.

**Appendix W:**  
(Unused)

## **Appendix X: Course Code Database for 2011**

Prior to 2010-2011, SCDE maintained an Access database of all course codes that have ever been used since the implementation of statewide student information systems. That database was updated annually to include newly approved courses, inactivated courses, and other information about the courses that can be used in any school year.

That Access database has been replaced by an Excel worksheet that can be opened or downloaded from the following link:

<http://www.ed.sc.gov/agency/Accountability/Technology-Services/Documents/CourseActivityCodes2012.xls>.

This worksheet contains the following data elements (columns):

Code: Previous and current course and activity codes

Full Title: Full title (if present) of the course

Title(40characters): Course title in 40 characters or fewer

Inactive: Checked if course is inactive in the current year

Academic: Academic tag, indicating CP, H, AP, etc.

Unit: Credit tag, indicating number of units to be earned for course

ShTitle: Short title used for reporting

NewForxxxx-xxxx: Checked if new for the indicated school year (xxxx-xxxx), back to 2004-2005

ModifiedForxxxx-xxxx: Checked if modified for the indicated school year (xxxx-xxxx)

**Disclaimer:** Please note that this database and the converted Excel file are prepared and maintained for SCDE internal use. These files are not intended to be an authoritative source of course or activity information. The authoritative source is this Course/Activity Codes Manual, which is compiled from information maintained in the Access database.

**Appendix Y:  
South Carolina Uniform Grading Policy**

# **South Carolina Uniform Grading Policy**



**Issued by the  
South Carolina Department of Education**

**Inez Moore Tenenbaum  
State Superintendent of Education**

**January 9, 2007**

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## **The Legislative Mandate**

S.C. Code Ann. § 59-5-68 (2004) reads as follows:

The General Assembly finds that given the fact the State provides substantial financial academic assistance to students of the State based on cumulative grade point averages and districts currently use a variety of grading scales, it is in the best interest of the students of South Carolina for a uniform grading scale to be developed and adopted by the State Board of Education to be implemented in all public schools of the State. Therefore, the State Board of Education is directed to establish a task force comprised of superintendents, principals, teachers, and representatives of school boards and higher education no later than June 30, 1999. The task force shall make recommendations to the board including, but not limited to, the following: consistent numerical breaks for letter grades; consideration of standards to define an honors course; appropriate weighting of courses; and determination of courses and weightings to be used in the calculation of class rank. The task force shall report its findings to the State Board of Education no later than December 1, 1999. The State Board of Education shall then adopt and school districts of the State shall begin using the adopted grading scale no later than the 2000-2001 school year.

The State Board of Education adopted a uniform grading policy for South Carolina's public schools in December 1999. That policy, which applied to all students who first enrolled in the ninth grade in the 2000–01 school year, has now been revised. The particulars of the state's revised uniform grading policy are set forth in the pages that follow here.

The new uniform grading scale and the system for calculating grade point averages (GPAs) and class rank will be effective for all students in the 2007–08 school year. Recalculations will be limited to the use of the three-decimal-place conversion factors specified in the South Carolina uniform grading policy's grade point conversion chart. Increased quality points for dual credit courses and full credit for dual credit courses will not be figured into recalculations.

## Grade Point Conversion Chart

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0–61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

## **Courses Carrying Carnegie Units**

The uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying Carnegie units, including units earned at the middle or junior high school level.

All report cards and transcripts will use numerical grades for courses carrying Carnegie units. Transcripts and report cards will specify the course title and the level or type of course the student has taken (e.g., English 1, Algebra 2 honors, AP U.S. History). The grading scale must be printed on the report card.

## **Honors Courses**

Honors courses, which extend and deepen the opportunities provided by courses at the high school level, are designed for students exhibiting superior abilities in the particular content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision making, and inductive and deductive reasoning.

School districts may designate honors courses and give the assigned weighting under the following conditions:

- A. An honors course must have a published syllabus that verifies rigor sufficiently beyond the College Preparatory (CP) requirements.
- B. Textbooks and other course materials must be differentiated and more rigorous than those used in CP courses.
- C. Honors courses may be offered in English, mathematics, science, and social studies. Honors weighting may be designated in other content areas for the third and fourth level of the courses, provided that the two above standards are met. Honors weighting may not be designated in any physical education courses.

One half of a quality point (.5) is added to the CP weighting for honors courses that meet the three criteria listed above. These criteria apply to all courses, including those offered online and in other nontraditional settings and those recorded on a transcript from an out-of-state school that is accredited under the regulations of the board of education of that state or the appropriate regional accrediting agency: the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and School (as specified in State Board Regulation 43273, Transfers and Withdrawals).

## **Dual Credit Courses**

Dual credit courses—whether they are taken at the school where the student is enrolled or at a postsecondary institution—are those courses for which the student has been granted permission by his or her home school to earn both Carnegie units and college credit for those particular courses.

One quality point is added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees or to associate degrees offered by accredited institutions (see State Board of Education Regulation 43234, Defined Program, Grades 9–12, and Regulation 43259, Graduation Requirements).

College orientation courses offered by postsecondary institutions carry CP weighting and do not receive honors or dual credit quality points.

### **Advanced Placement and International Baccalaureate Courses**

The following criteria apply to the College Board’s Advanced Placement (AP) courses and to International Baccalaureate (IB) courses—including those offered online and in other nontraditional settings and those recorded on a transcript from an out-of-state school that is accredited under the regulations of the board of education of that state or the appropriate regional accrediting agency: the New England Association of Colleges and Schools, the Middle States Association of Colleges and Schools, the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, the Western Association of Colleges and Schools, or the Northwest Association of Colleges and School (as specified in State Board Regulation 43273, Transfers and Withdrawals).

- Only AP or IB courses can be awarded a full quality point above the CP weighting. Seminar or support courses for AP or IB may be weighted as honors but not as AP or IB courses.
- An AP course can carry only *one* quality point.
- A standard-level (SL) IB course can carry only *one* quality point. However, two quality points of IB credit can be granted for higher-level (HL) courses in the IB program that require a minimum of 240 hours of instruction.

### **End-of-Course Examination Program (EOCEP) Courses and the Credit Recovery Option**

Students who are enrolled in courses requiring state end-of-course examinations must take the examinations and fulfill all requirements outlined in Regulation 43262.4. Students will be allowed to take the examination only *once*, at the end of the regular course duration and not at the end of an extended period granted through the credit recovery option. Students who repeat the course must be treated as though they are taking the course for the first time, and all requirements will apply.

## Computing Grade Point Averages

GPA's already earned by students will be recalculated on the basis of the revised policy's three-decimal-point scale. All South Carolina public schools will use the following formula to compute all GPA's:

$$\text{GPA} = \frac{\text{sum (quality points x units)}}{\text{sum of units attempted}}$$

### STUDENT EXAMPLE

Course Taken	Numerical Average	Quality Points	Unit
English	91	3.750	1
Algebra	87	3.250	1
Physical Science	94	4.125	1
World Geography, Honors	83	3.250	1
Physical Education	92	3.875	.5
French	84	2.875	1

### COMPUTATION

Quality Points		Units			
3.750	x	1.0	=	3.750	
3.250	x	1.0	=	3.250	
4.125	x	1.0	=	4.125	
3.250	x	1.0	=	3.250	
3.875	x	.5	=	1.9375	
2.875	x	1.0	=	2.875	
Sum of units attempted →		5.5		19.1875	← sum of quality points x units

$$\frac{\text{sum of quality points x units}}{\text{divided by sum of units attempted}} \rightarrow 19.1875 \div 5.5 = 3.488636 \rightarrow \text{GPA}$$

Computations will not be rounded to a higher number.

The establishment of criteria for determining honors graduates, including the valedictorian or salutatorian, is a local decision. Local boards may establish earlier cutoffs (e.g., the seventh semester of high school, the third nine weeks of the senior year) when ranking students for any local purpose. However, class rank for LIFE Scholarships is determined at the conclusion of the spring semester of the senior year.

## **Converting Grades on Transcripts**

When transcripts are received from accredited out-of-state schools (or in state from accredited sources other than the public schools) and numerical averages are provided, those averages must be used in transferring the grades to the student's record. If letter grades with no numerical averages are provided, this conversion will apply:

A = 96,

B = 88,

C = 80,

D = 73,

F = 61.

If the transcript indicates that the student has earned a passing grade in any course in which he or she had a numerical average lower than 70, that average will be converted to a 73 numerical grade on the new scale. See State Board of Education Regulation 43273 for complete information on transfers and withdrawals. The criteria for accepting transcripts from home-schools are a local decision.

If the transcript shows that the student has earned a grade of P (passing), that grade will be converted to a numerical designation on the basis of information secured from the sending institution as to the appropriate numerical value of the P. If no numerical average can be obtained from the sending institution, the student's cumulative transfer GPA will be calculated and the corresponding number equivalent will be assigned to replace the P. (For example, if a student transfers with a cumulative GPA of 3.5 on the CP scale, the grade of P would be converted to an 89. A grade of P, in other words, will neither positively nor negatively impact the student's transfer GPA.)

## **Withdrawing from a Course**

With the first day of enrollment in the course as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course will do so without penalty.

Students who withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course shall be assigned a WF, and the F (as a 61) will be calculated in the student's overall grade point average.

The three-, five-, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course-level changes approved by the administration of a school. Withdrawal limitations for distance learning courses will be established by local districts.

Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following policies:

- The student will receive a WP if he or she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA.
- The student will receive a WF if he or she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 61.

If a student fails a course due to excessive absences, an FA will be recorded on his or her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 61.

**Retaking a Course**

Students in grades nine through twelve may retake a course at the same level of difficulty if they have earned a D or an F in that course. The student's record will reflect all courses he or she has taken and the grades he or she has earned.

The student may retake the course either during the current school year or during the next school year but no later than that second year. In addition, the student must retake the course before he or she has enrolled in the next sequential course (unless the student is granted approval by school administration to do so).

A student who has taken a course for a Carnegie unit prior to his or her ninth-grade year may retake that course regardless of the grade he or she has earned. In such a case, only the retake grade will be used in figuring the student's GPA, and only the retake attempt will show on the transcript. This rule will apply whether the retake grade is higher or lower than the grade the student previously earned.